HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM   2 October 2000
NUMBER 5-48

ADMINISTRATIVE MATTERS

USCINCEUR Component Commanders' Conferences

1. **Purpose**. To prescribe HQ USEUCOM responsibilities for USCINCEUR Component Commanders' Conferences (CCC) and the preparation of conference documentation.

2. **Applicability**. Procedures and details contained in this SM are applicable to all HQ USEUCOM directorates and staff offices.

3. **Internal Control Systems**. This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements**. The Office of the Secretary of the Joint Staff (SJS), U.S. European Command, is the proponent for this publication. To make suggestions, or to correct errors, contact SJS at DSN 430-4451/4453, or email on SLAN to "ECJS Group."

5. **References**.

   a. USEUCOM Staff Memorandum 5-5, Staff Officers Guide (http://www.eucom.smil.mil/ecjs/SM%205-5%20index1.html).

   b. USEUCOM Staff Memorandum 5-27, Official Visits to HQ USEUCOM (http://www1.eucom.smil.mil/eccs-p/5-27.DOC).

6. **Policy**. USCINCEUR CCC normally convenes quarterly unless otherwise directed by USCINCEUR or DCINCEUR. Conferences are rotated between the headquarters of USEUCOM, USAREUR, USNAVEUR, USAFE, MARFOREUR and SHAPE. Regardless of location, HQ USEUCOM is responsible for coordinating topics and monitoring other conference arrangements.

7. **Responsibilities**.

   a. SJS coordinates proposed conference dates and locations with USCINCEUR, DCINCEUR, and component commanders. SJS notifies the HQ USEUCOM staff and components of approved conference schedule.

This Staff Memorandum supersedes SM 5-48, dated 6 February 1997.

b. SJS is the primary point of contact for the preparation of all material related to the conference with the exception of Protocol matters. SJS will collect and organize staff material submitted for conferences, develop conference agenda, publish the post-conference Memorandum for Record, and issue specific taskers resulting from conference.

c. Directors/Office Chiefs will:

(1) Submit proposed discussion subjects using a topic summary paper for each item (see paragraph 8a). Refer to the CCC topic nomination paper format in SM 5-5.

(2) Provide background papers for all approved topics (see paragraph 8b). Refer to background paper format in SM 5-5.

(3) Provide electronic briefings for each topic submitted to the DCINC (see paragraph 8c).

(4) Provide escort officers (for conferences at HQ USEUCOM only) as required.

d. Protocol. For conferences at HQ USEUCOM, the Protocol Office:

(1) Prepares the itinerary.

(2) Prepares DCINC office and seating plan for conference.

(3) Coordinates luncheons in the DCINC office or CINC Mess.

(4) Reserves quarters for visiting conferees as required.

(5) Coordinates transportation for conferees.

(6) Arranges for escort officers for USCINCEUR and other conferees as required.

8. **Procedures**. Successful accomplishment of each conference depends on the milestone schedule established and maintained by SJS. Components and EUCOM directorates track conference suspenses and requirements through SJS taskings in messages and correspondence. Suspenses are listed on the Command Suspense List (CSL) and the CCC page on the SJS SIPRNET home page (see para 5a).

a. Topics. The CCC is a forum for informal discussion. Topics should involve issues of significant importance for discussion at the CINC/4-Star level. The basic format to be followed is found in SM 5-5. Use the guidance below for proposing conference topics:

(1) List the specific purpose (provided as key points(s) in the topic paper) for proposing any topic for inclusion on the agenda.

(2) Ensure subject material is applicable to all conferees.

(3) Notify SJS in advance of all classified subjects that require special handling.

b. Background Papers. Background papers for each topic will be tasked by SJS. Background papers prepared by the EUCOM Staff on component command topics should identify what prompted the current action, summarize key points which HQ USEUCOM wants to convey, and state the proposed USEUCOM position. The basic format to be followed is found in SM 5-5. In addition, the following special requirements apply:

(1) Subject line of the paper must be identical to the title announced in the agenda.

(2) Suspense for the background paper is established by the Secretary Joint Staff once proposed topics have been approved by CINC for discussion at the conference.

(3) Proper classification level, classification authority, and downgrading instructions must be on each document submitted.

(4) Papers are to be in electronic format (MS Word) in Times New Roman 12 font type.

c. Briefing Slides. Slides shall conform to the standard USEUCOM format contained in SM 5-5 and found on public drive, P:\Templates. Slides are to be in electronic format (MS PowerPoint), with transparencies as required.

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